

CJA 21
AUTHORIZATION AND VOUCHER
FOR EXPERT AND OTHER SERVICES

CJA 21:

Call the appropriate case manager for a system-generated form; the top portion will be completed by the deputy. You will be receiving only a single copy of the form so you may make extra copies as needed.

Unless the amount requested (for compensation, excluding travel and other expenses) is \$500 or more, you need not seek prior approval (but it is subject to subsequent review). When the service is finished, submit the completed voucher. These vouchers will be sealed upon filing unless the case has already concluded.

For those services requiring prior approval (total compensation \$500 or more), you must submit a motion. In order to prevent the possibility that the disclosure of a request will cause a defendant to reveal his or her defense, these requests should be made by *ex parte* application.

When filing a completed claim, don't forget to include the TIN (Taxpayer ID #) or social security number of the vendor. This number determines where the proceeds will be applied for tax purposes.

Experts, too, must provide receipts or documentation for expenses in excess of \$50 and supporting documentation, e.g., breakdown of time and expenses.

Instructions:

Please review these revised instructions carefully. You will not be getting instructions with each new request form so these will be your permanent reference.